

Saint Genevieve School
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Student-Parent Handbook

This handbook contains certain policies and procedures for Saint Genevieve School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

Students and parents must accept and abide by the school's policies and procedures in order for the student to attend Saint Genevieve School.

Saint Genevieve School

Mission

Saint Genevieve School works in partnership with its families by providing education in a loving environment, deeply rooted in the tradition of the Catholic faith.

Vision

Saint Genevieve School provides each student an opportunity to achieve academic excellence. The educational program is structured to meet the spiritual, intellectual, emotional, social and physical needs of each student.

Values

Saint Genevieve School provides its students with a deep sense of faith, responsibility, service to each other, their local and extended community. The school instills each student with the values and skills to meet the challenges of the future.

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Absences and Excuses

Any pupil absent from school must have his/her parent/guardian CALL THE SCHOOL OFFICE EACH DAY OF ABSENCE BETWEEN 7:30 AM AND 8:30 AM. School office will call for verification of absence if parent neglects to report absence within given time.

Upon returning to school after absence or lateness, each pupil must bring an absent note signed by the parent or guardian. The note must state the reason for the absence and the dates of the absence and be submitted to the homeroom teacher. **(A phone call to the office does not take the place of an absent note.)**

A doctor's certificate is required before re-admission to school for the following: if a student has been absent because of illness more than three consecutive days; if a student has a communicable disease.

The nurse may temporarily exclude pupils from school attendance who show symptoms of any communicable disease or sore throats, unusual skin conditions or eye infections.

The parent should request class and homework assignments if the student will be absent more than two days due to illness. All assignments will be available for pickup in the main office. Vacations are discouraged during the school year. No make-up work will be given prior to an extended absence. If possible, please send a note prior to anticipated absence. See appendix for absent note form.

Lateness

(Approved 8-08)

In an effort to secure the school building after the 7:45 AM bell students arriving late must report to the office with a parent/guardian for a late slip. At that time, the parent/guardian will be asked to complete a Reason for Lateness form. The administration will understand if an extraordinary circumstance arises.

Appointments During School Hours (medical or dental)

(Approved 8-08)

APPOINTMENTS FOR MEDICAL OR DENTAL SERVICES DURING THE SCHOOL DAY ARE DISCOURAGED BY ADMINISTRATION AND FACULTY. A written note from a parent or appointment card from a doctor will be honored as an excused absence. Students leaving school for appointments will meet their parent or guardian in the School Office. If possible, please check school holiday schedule to make appointments.

After School Programs

After school programs (clubs, etc.) will be established at the beginning of the school year and must be authorized by the principal.

C.A.R.E.S. (Children Are Receiving Extended Services)

Open from 2:45 PM until 5:45 PM each school day, the extension program provides professional care, supervision, recreation and homework assistance. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for children enrolled at school. (All policies and procedures apply to the CARES Program.)

Books and Their Care

Students and parents are responsible for all books issued to the student, i.e., textbooks, workbooks, and library books.

All books must be covered by the end of the first full week of school. Students are also expected to have all school supplies by this same date. Students' workbooks and copybooks must reflect pride in their work. Proper formation of letters and neatness are required. Writing, doodling, and stray marks are not permitted on textbooks, workbooks, copybooks, assignment books, pencil cases, schoolbags, etc.

All students must use a school bag. No books may be carried to or from school without the use of a school bag. All lost and damaged books must be paid for in full (i.e., textbooks, workbooks, library books...)

BULLY POLICY

(Approved 9-09)

Bullying/Harassment Prevention

Purpose

Saint Genevieve School recognizes the importance of having students feel safe, respected, and comfortable when at school, including to and from school property. It is important that we maintain a school environment in which bullying, in any form, is not tolerated. It is the policy of Saint Genevieve School to fully support the guidelines prohibiting harassment/bullying, which consists of verbal, written, cyber, graphic or physical conduct relating to an individual in any way when such conduct:

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* is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from any educational program

*has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance or learning environment.

Definition

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, cyber, emotional or sexual in nature:

*Physical Bullying - includes, but is not limited to punching, poking, hair pulling, beating, biting, and excessive tickling

*Verbal Bullying - includes, but is not limited to such acts as hurtful name-calling, threatening, teasing, and gossiping

* Cyber Bullying - includes and technological harassment generated during any school educational program

*Emotional Bullying - includes, but is not limited to rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing, and peer pressure

*Sexual Bullying - see Parish Elementary School Policies and Procedures 2000, Appendix D

Procedures

Any student, who feels he or she is being bullied, harassed, or discriminated against, or who is aware of bullying, harassment, or discrimination, should report it immediately to the principal, a teacher, a staff member, or the guidance counselor.

Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension, and/or expulsion from school.

In determining what disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct was not permitted; whether one incident or recurrent conduct was involved; and whether there have been prior warnings or prior

disciplinary actions for similar conduct.

If bullying is found to have occurred, prompt and appropriate disciplinary action will take place. Retaliation for reporting a bullying, harassment, or discrimination incident will not be tolerated.

Calendar

(Approved 9-09)

The school calendar issued by the Archdiocese of Philadelphia, Office of Catholic Education will be observed. A detailed yearly calendar and monthly calendars of events are posted on the school website, www.stgens.com.

Class Parties and Celebrations

The homeroom parents and teachers are responsible for planning classroom celebrations. All celebrations must have the prior approval of the school principal and are held during MORNING RECESS OR LUNCHTIME. Celebrations are limited to 3 per year. A meeting with Homeroom Parents will be held to review the policy.

Communications

(Approved 8-08)

School-wide communication will be sent electronically, through Saint Genevieve School website, Schoolnotes, or email. Limited notices will be sent home through the Communication Envelope. Parents are asked to review the material and return the envelope.

If a school-related organization has information to be distributed via the Communication Envelope, it must be in the School Office by Monday morning.

Daily Schedule

(Approved 9-09)

All students, K-3, are required to be in the yard by 7:45 AM bell. Grades 4-8 are to report directly to their homerooms by the 7:45 AM bell.

Lunch: 11:30 – 12:30 kindergarten
11:50 - 12:10 Gr. 5-8 (lunch period)
12:10 - 12:30 Gr. 1-4 (lunch period)
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Dismissal: 2:35 PM

If there is a change for student transportation on any day, **a parent must send a note to the teacher to authenticate this change.**

When the children are to be dismissed at noon, dates will be listed on the monthly calendar. Bus transportation is provided in accordance with each school district's policy.

See appendix for note form.

Damage or Personal Injury

Parents are liable for any injuries to persons or damage to places or things caused by their child.

Demerit/Detention

(Approved 9-09)

Grades 1 through 3

Teachers will communicate directly to parents/guardians concerning any non-academic area that needs improvement.

Grades 4 through 8:

A demerit indicates that non-academic progress needs improvement. Demerit slips are in duplicate form. Areas in need of improvement will be checked. **Demerit slips are to be signed and returned the next day.**

When a student earns three demerits, a detention is issued. If a detention is to be served, the teacher issuing the detention will indicate the date and time of the detention on the notice. A parent is responsible to pick up the student.

Demerit slips are of two types: non-academic and uniform violation. Again, **three demerits in each area warrant a detention.**

Uniform violation slips will be given to those students, grades 4 through 8, who violate the dress code. Three uniform violations equal one detention. The demerit or detention is to be signed by the parent. The day of detention will be indicated on the detention slip. A parent is responsible to pick up the student.

Discipline Involving Pupils, Non-Academic Problems student at 3:30 PM.

School discipline is a necessity if the student is to learn.

- Students are expected to *walk* in corridors at the change of class, when going to another classroom or another part of the school

building. .

- To help respect each class working in the learning environment, an atmosphere of quiet is essential in the corridors.
- Students are expected to be courteous, respectful and honest.
- Gum chewing is not allowed on the school premises.
- **Portable auditory device such as: I-Pod, CD Player, Walkman, and Cell Phone etc. should NOT be brought to school.**

It is important that parents withhold judgment on what appears to be a grievance until all the facts are gathered.

- Discuss the problem with the teacher involved first.
- Arrange a conference as soon as possible so that the problem can be quickly solved.
- If necessary, contact the Principal after contacting the teacher.

Suspension and Dismissal from the School

SUSPENSION: A student may be suspended for a serious behavioral problem. Examples include the following but are not limited to:

- absence without parent knowledge
- stealing
- smoking in the building and on school grounds
- leaving school or classroom without permission
- fighting, physically or verbally
- using profane language and actions
- vandalism or marking school property
- carrying weapons
- carrying or using drugs, including alcoholic beverages
- verbal and non-verbal disrespect for authority
- other

Principal, teacher, parents, and student will sign a written record of suspension. This record will be kept on file in the principal's office until the end of the current academic year.

DISMISSAL: Expulsion will be involved as a last resort. Expulsion can be imposed for more than one serious misbehavioral problem and is at the discretion of the principal.

Saint Genevieve School reserves the right to enforce its regulations in a manner best suited to the individual situation and in accordance with Archdiocesan policies and procedures.

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Dress Code...Personal Appearance

(Approved 8-08)

School uniforms may be purchased from Flynn & O'Hara Uniforms at these two locations:

10905 Dutton Rd.
Phyla., PA 19154
215-637-5600

901 N. Bethlehem Pike
Springhouse, PA 19477
215-793-9436

Fall/Spring Uniform

Grades K-4

Boys

Navy twill pants or shorts
Light blue golf shirt w/logo (short sleeve)
Navy v-neck sweater or vest w/logo (optional)
Black/Brown oxford tie shoe, dark socks
Boys in grades 3-4 must wear a belt.

Grades K-4

Girls

Navy twill shorts
Light blue golf shirt w/logo
Navy cardigan sweater w/logo (optional)
Navy, green knee hi socks.
Black/Brown tie shoe

Grades 5-8

Boys

Navy twill pants or shorts
Light blue golf shirt w/logo
Navy/green v-neck sweater w/logo
Black/Brown oxford tie shoe, dark socks
Belt

Grades 5-8

Girls

Plaid kilt or shorts
Light blue golf shirt w/logo
Navy/green v-neck sweater w/logo (optional)
Navy, green knee hi socks.
Black/brown oxford tie shoe

Physical Education Uniform

Ash (gray) cotton gym shirt, blue mesh gym shorts (Flynn and O'Hara), white socks that cover the ankle.

Winter Uniform

Grades K-4

Boys

Blue polo shirt/logo
Navy v-neck sweater or vest/logo
Navy pleated twill pants
Black/brown oxford tie shoe, dark socks
Boys in grades 3-4 must wear a belt.

Grades K-4

Girls

Plaid belted tunic
Navy crew neck cardigan/logo
Blue button down collar blouse
Navy or green knee-hi socks or tights
Black/brown oxford tie shoe

Grades 5-8

Boys

Blue button down oxford shirt
Green v-neck sweater w/logo
Navy/red/green/tan striped tie
Navy pleated twill pants
Black/brown oxford tie shoe, dark socks
Boys in grades 5-8 must wear a belt.

Grades 5-8

Girls

Plaid skirt
Green v-neck sweater/logo
Blue button down collar blouse
Navy or green knee-hi socks or tights
Black/brown oxford tie shoe

Physical Education Uniform

Ash (gray) cotton gym shirt, navy sweatshirt and navy sweatpants (SGS)

Parents are required to label children's clothing and school items.

Only **clear nail polish** is permitted. No other nail polish is acceptable.

Make-up is not permissible.

Only **small post earrings** are permitted. **No dangles or hoops.**

Hair length, color, etc. is to be appropriate for an elementary boy and girl student.

Jewelry is to be kept to a minimum and must be appropriate with the uniform. Your support of the dress code is appreciated!

Field Trips

(Approved 8-08)

Field trips are scheduled throughout the year. FIELD TRIPS ARE PRIVILEGES, NOT RIGHTS, and student can be denied participation if they fail to meet academic or behavioral requirements. The teacher and/or principal can make this decision. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who does not bring the signed permission form will not be permitted to go on the trip. **Verbal permission or a note** will not be accepted as a substitute for the signed school permission slip. If the child chooses not to participate in the field trip, he/she is still required to attend school.

Fire Drills and Shelter in Place Drills

(Approved 8-08)

Fire drills, Shelter in Place drills, and Internal and External Lockdown drills are conducted at regular intervals throughout the school year. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay.

Health and Emergency Services

Accidents

Emergency cards are sent home at the beginning of each school year. This card must be filled out completely at the start of each year and kept up-to-

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date. Should an emergency or sickness arise, these cards are vital instruments needed to contact parents.

No sick or injured student will be released from school without notifying the family. If the family is unavailable, we will attempt to contact the emergency parties supplied on these cards. The designated person will pick up the child at the main office.

In minor accidents, authorized school personnel will give first aid. If we are unable to contact the parents or the alternate emergency contacts, the school will seek the care needed. Parents will be responsible for any expenses incurred. If an emergency exists, the student will be taken to the hospital by ambulance or by car, and efforts to contact a parent will continue.

Health Services

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases.

The State Health Law requires the following:

- A health conference held yearly with each child. At this time, each child is weighed, measured and has vision checked.
- Hearing is tested in grades K, 1, 2, 3 and 7. A report is sent home if any medical attention is required. The report is to be returned after the child has received care.
- A scoliosis assessment is provided for students of grades 6 and 7.
- A dental examination is requested in grades K, 1, 3 and 7 and any new students entering the school.

Parents unable to afford medical or dental care should contact the school nurse who will make a referral to the appropriate community agencies.

It is the responsibility of the school nurse to check the following:

- Children with possible strep infections, impetigo, ringworm, pink eye, or any conditions, which might spread. Such conditions may require the student be out of the school environment until a doctor signifies returning.
- Children with chicken pox must stay out of school for six days once the disease has been diagnosed.

The school nurse (or trained designee) must screen children with head lice before returning to school. The hair must be free of nits. This can be done by proper treatment and combing.

Medication

No medication shall be given except when all of the following conditions exist:

- The medication is prescribed by a physician and is labeled with the student's name, dosage, and the time the drug is to be given.
- Written permission is given by the parent/guardian requesting Saint Genevieve staff member to comply with the physician's order and releasing our school personnel from any liability.
- All medications are in a container and appropriately labeled by a licensed pharmacist/physician and housed in a locked cabinet.
- When medication, controlled substances and injectibles, such as an "epipen", are refilled, a responsible ADULT must deliver it to the nurse, principal or secretary.

Students with HIV/AIDS or related diseases

Students who are HIV-infected or have AIDS or other related diseases and desire to attend an Archdiocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra curricular). This will be done on a case-by-case basis by the principal in consultation with the student's attending physician, if it is determined that a student presents a substantial risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes, the principal and parents will determine arrangements for alternative instruction. The school follows the "Standard Precautions to Prevent the Spread of Infectious Disease" to reduce the risk for employees, students and visitors.

Child Abuse and Neglect

It is the policy of Saint Genevieve School, as well as all of the Catholic schools in the Archdiocese of Philadelphia, to take responsible action to prevent and reduce incidents of child abuse and neglect. Saint Genevieve School will cooperate with the Pennsylvania Child Protective Services (PCPS) and law enforcement officials.

Homework

Each teacher sets up his/her program for home assignments. Written assignments are only one part of homework responsibility. Children are expected to spend time every evening in study, review, reading and mental

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enrichment. If there is a problem about homework, or a disagreement in the amount or type assigned, please contact the teacher involved.

Parents are responsible to provide for their children:

- a good study atmosphere
- a definite time for homework each day
- a check of the homework to ascertain the quality of work submitted to his/her teacher

According to the Archdiocesan Guidelines, the following time allotments are suggested for homework:

Gr. 1-2: 30 min.

Gr. 5-6: 60 min.

Gr. 3-4: 40 min.

Gr. 7-8: 120 min.

All students in grades 3 through 8 will have an Assignment Book in which homework is recorded daily. Parents are asked to review this book weekly in order to monitor the student's progress.

Liturgical Schedule

The student body will celebrate a school-wide Liturgy or para-liturgical service each month. (Check monthly calendar). Parents/guardians are invited to celebrate with us.

Lost and Found

There is a container kept in the school office area for "found" articles. A student who has lost an item may inquire at the office before school, after school, or at lunchtime. Unclaimed items are donated to the St. Vincent dePaul Society.

Parent-Teacher Conferences

Parent-Teacher Conferences are of vital importance in order to keep the avenues of communication open between home and school.

Formal conferences are scheduled. Please consult calendar for specifics.

A conference may be initiated any time it is deemed necessary by either the parent or the teacher. Either party contacting the other via a note or a phone call to the Office and setting a mutually agreeable date can do this. Conferences will be held by appointment only.

Parents are requested to make an appointment with the teacher or principal

before coming up to school. To make an appointment with either a teacher or the principal, please telephone the School Office. The school number is 215-836-5644. All discussions of any problems and concerns must be held at an appointed conference. Requests for conference should include the reason and agenda for conference. Be assured that each faculty member is happy to meet with parents (not when passing through or helping at school) if the acceptable scheduling process is followed.

At the end of each parent-teacher conference, a written summary of the conference will be shared with all members present. Parent and teacher signatures are required on the conference form.

Report Cards

Report Cards are issued in accordance with the schedule set up by the Office of Catholic Education (Gr. 1-8). The school's reporting system consists of: signed tests, progress reports, report cards, parent interviews and portfolios.

Computer generated report cards are issued to inform parents of their child's progress. It is an estimation of the student's performance in school. Parents should study this report carefully and pay close attention to those areas that are in need of improvement. It is the parents' responsibility to encourage their child to work as well as he/she is able.

Unfortunately, final Report Cards may not be issued if tuition matters are unresolved.

Restaurant

Proper manners, inside voice tones and observance of restaurant rules are expected in SGS' Restaurant. Placemat and napkins are essential. When the student demonstrates repeated disregard for rules, the student will be dismissed from the school restaurant.

Snow Days and Emergency Closings

Ordinarily, SGS will follow the same closings as the Springfield School District for snow days. For inclement weather dismissal, information is available via KYW 1060 radio, Channel 6 television, SGS website, and the school answering machine. The emergency Telephone Chain will be activated **only** when a school emergency or closing during the school day is necessary. When developing weather occurs during the school day, a parental decision is respected. [Return to Table of Contents](#)

State and Federally Funded Services/Programs

Montgomery County Intermediate Unit provides services for psychological testing, short-term counseling, remediation in the areas of reading and math, and corrective speech services.

State Aid Acts provide for:

- Counseling and psychological services and other auxiliary services
- A certain amount of money for the purchase of various instructional materials for the classroom
- A certain amount of money for the purchase of textbooks
- Busing of non-public school children by the school district in which the children reside
- EST (The Educational Support Team) is a team of faculty members and support personnel trained to identify children who require additional support at school. It is designed to support teachers in their efforts to help students in regular education. The process employs specific assessment and intervention techniques to help overcome academic, behavioral and emotional stumbling blocks for students in the school environment.

Telephone Calls

(Approved 8-08)

The school asks each child to check his/her needs each morning before leaving for school. This strengthens growth in student responsibility patterns. Children will be permitted to use the phone for EMERGENCY cases only.

Cell phones, pagers and other electronic devices are not permitted in school.

Transportation

(Approved 9-09)

BUS: Each student must be assigned and registered through the school district transportation authority in which he/she resides. A code of bus behavior is issued through the school district. Courtesy, good manners, and promptness are required. The school principal and parents are notified through written referral from the school district if a student's behavior is to be modified. Consistent failure to adhere to bus regulations warrants suspension or expulsion from the use of school transportation.

Information concerning pick-up times and stops is determined and provided by the individual district.

CARS: (Please keep the flow of traffic moving.)

DROP OFF

- **Bethlehem Pike**, behind the rectory and drop off children on sidewalk by the church door
- **Wissahickon Ave.** by the parish hall, drop off children on sidewalk by the school door

PICK UP

- When waiting for your child at dismissal, please park in the rear of the MAIN PARKING LOT and exit by means of the BETHLEHEM PIKE EXIT. **No exit through the schoolyard to Wissahickon Avenue. All cars exit to Bethlehem Pike.**

PARKING

Please do not park in the faculty spaces provided in the lot between the school and parish hall buildings.

If parking for Mass, lunch duty, or all day reasons, please park in order of priority:

- 1) area directly in front of rectory
- 2) back part of main parking lot
- 3) use entrance from Bethlehem Pike behind rectory

LUNCHTIME

- When entering the schoolyard (11:30-12:30), use **ONLY** Bethlehem Pike entrance by rectory and park in front of the rectory. (Wissahickon Avenue is off limits for safety reasons.)

BICYCLES/SCOOTERS/etc: Students must know and practice safety rules before being permitted to ride such vehicles to school.

Transfers

When transferring to another school, it is necessary to call the school office for an appointment with the principal.

At the meeting with the principal the following information will be shared:

- reason for transfer
- name and address of school child will be attending
- last date child will attend SGS
- tuition payment responsibilities

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A copy of the child's Immunization Record will be given at this time. All educational records will be forwarded upon request provided tuition is paid in full.

Tuition

(Approved 9-09)

Tuition rates will be published annually prior to re-registration. Tuition may be paid monthly, by semester or in full. Tuition payments begin with a billing in August according to payment plan: e.g., monthly payments, each month August through May.

Parents who have not paid the semester tuition on or before the expiration of the due date will receive a letter two weeks from that date notifying them of their obligation to call the principal within one week from the date of the notice, to explain the delay in tuition payment.

After the phone call, the principal will weigh the reasons for the delinquent tuition and review a payment plan proposed by the parent. A decision will be rendered as to the acceptability of the proposed payment plan after consultation with the pastor. Based on the generosity of some parishioners, there are at times some monies available for tuition.

No report card will be issued at the end of the school year and records to be forwarded to another school will be on hold until we are in receipt of the tuition balance due.

Regrettably, failure to follow the above procedure may necessitate a unilateral decision of non-enrollment.

Visitors

To ensure student safety, all visitors, parents and school volunteers must use the school office entrance and use the sign-in book to state their need for visitation (this includes when picking up a child for an appointment, etc.)

However, SGS encourages student responsibility and parents are asked to refrain from bringing to school "any" forgotten articles.

If an emergency arises, please call the principal or come to the school.

Addendum

Asbestos Notification

The Saint Genevieve School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the Main Office during regular office hours. Mr. Rich Boroweic is the school's asbestos program manager. All inquiries regarding the plan should be directed to him.

Policy Changes: Additions or Amendments

Saint Genevieve School reserves the right at anytime to amend or add to the policies, rules, and regulations, contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

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ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

Telephone: 215-587-3700 • Fax: 215-587-5644

OFFICE OF CATHOLIC EDUCATION

Director of Technology K-12

ACCEPTABLE USE POLICY FOR TECHNOLOGY *Catholic Schools of the Archdiocese of Philadelphia* Revised May 2009

PURPOSE

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

GOAL

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for faculty, staff and students is provided solely for

educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.
 - **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites. Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.
 - **Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.
- N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

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• **Examples of Unacceptable Uses:**

o Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

o Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

o Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password. Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.

o Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

o Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

• **Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

• **Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice. Violation of the above rules will be dealt with by

the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

_____. My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*

Student Name/ID _____

Student Signature _____ Date

____/____/____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release _____ (school name) and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for

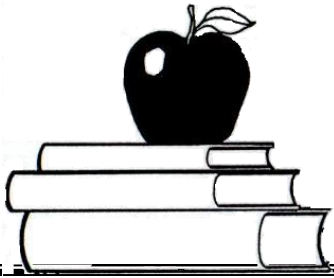
_____ (school name). I hereby give my permission for my child to use the Internet and will not hold

_____ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____

Date ____/____/____

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A Note to School

To: _____

From: _____
(Parent's Signature)

Date: _____

Subject: _____
(Student's Name)

Check Applicable

☐ is late due to _____

☐ will be picked up by _____
at _____ AM/PM

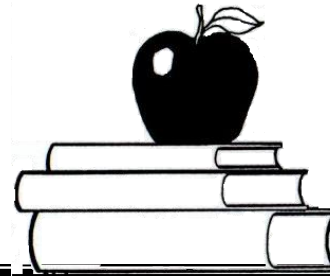
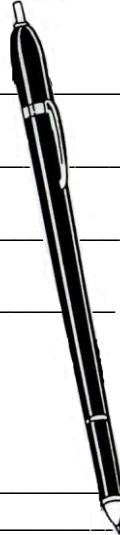
☐ will be going home with _____
address _____

☐ Is returning to school after an absence of _____
days due to _____

☐ (other) _____

Support the HSA

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A Note to School

To: _____

From: _____
(Parent's Signature)

Date: _____

Subject: _____
(Student's Name)

Check Applicable

☐ is late due to _____

☐ will be picked up by _____
at _____ AM/PM

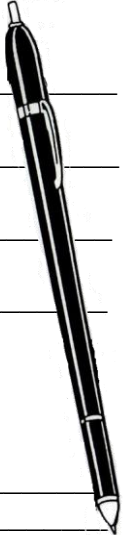
☐ will be going home with _____
address _____

☐ Is returning to school after an absence of _____
days due to _____

☐ (other) _____

Support the HSA

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Student-Parent Handbook Contract

**I have read and hereby agree to accept and abide
by the policies and procedures as stated in this
handbook.**

_____, _____
(Student name) (Grade)

(Parent Signature)

(Date)

**(Each student must return his/her form to his/her Homeroom Teacher
by the end of the first full week.)**

[Return to Appendix: Forms](#)